



"MILESTONE" COMMODITY CALENDAR FOR RECIPIENT AGENCIES

This commodity calendar notes important commodity events that take place in the Food Distribution Program for the 2004-2005 school year

Month	Event
JULY:	2004
1	Processor renewal contract agreement approvals completed for 2004-2005 school year
1	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
9	Direct Ship invoices and schedules mailed to agencies for 2004-2005
12	USDA deliveries begin for 2004-2005 school year
19	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
23	Offering B mailed to State warehouse recipient agencies
AUGUST:	
2	Annual inventory reconciliation due from commodity processors
2	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
6	Order dairy, grain, oils, peanut products, pasta from USDA for Nov. through Dec. delivery
6	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
9	Offering B return due date to State warehouse by recipient agencies
13	Average Daily Participation (ADP) updated for 2004-2005
13	Processors verify January 2004 through June 2004 sales (CA Discount System only)
23	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
SEPTEMBER:	
3	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
3	Adjusted ADP changes sent to Direct Ship agencies
3	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
12	Direct Ship letters regarding Co-op changes mailed
15	Processors submit annual reconciliations for 2003-2004 school year
17	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
24	Offering C mailed to State warehouse recipient agencies

Month	Event
OCTOBER:	
TBD	Child Nutrition Conferences
1	Calendar of Events and letter sent to processors notifying them of new contract date
1	Direct Ship agency and Co-op letters of intent to continue membership are due to the Commodity Distribution Unit
1	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
1	Order dairy, grain, oils, peanut products, pasta from USDA for January - April delivery
8	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
11	Offering C return date to State warehouse by recipient agencies
22	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
29	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
NOVEMBER:	
5	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
15	Estimated commodity value determined for all commodities
15	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
29	Processor renewal contract agreements mailed
DECEMBER:	
3	Entitlement adjustments completed for 2004-2005 school year and begin 2005-2006 school year
3	Offering D mailed to State warehouse recipient agencies
10	Mail Advance Order form for shipments to processors for school year 2005-2006 to recipient agencies (warehouse agencies)
10	Direct Ship confirmation letters are sent for agency ADP verification
20	Offering D return date to State warehouse by recipient agencies
15	Direct Ship and State Co-op membership deadline
JANUARY:	2005
3	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
3	Processing contracts due to the Commodity Distribution Unit
3	Preplanners are sent to Direct Ship agencies for "B" commodity orders
7	State Co-op billing for processing is mailed to school districts
7	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
14	Advance Order for shipment to processors for school year 2004-2005 orders due from agencies.
21	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
31	Renewal contract agreements due from processors
FEBRUARY:	
4	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
4	Direct Ship Preplanners for "B" commodity orders due
4	Direct Ship commodity orders are due
11	Offering E mailed to state warehouse agencies
11	Order "B" commodities from USDA for May through June 2004-2005 school year delivery
11	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
14	Processors verify July 2004 through December 2004 sales (CA Discount System only)
18	Annual Inventory certification forms mailed to all recipient agencies for school year 2004-2005
18	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
25	Summer Food Service Program Offering N - mailed to those agencies participating
28	Offering E return date to state warehouse recipient agencies only
28	Mail Department of Defense (DOD) fresh fruit and vegetable Acceptability Survey to participating agencies
28	Catalog of Donated Food Processing Agreements and End Products compiled

Month	Event
MARCH:	
1	Cheese orders are due to USDA for 2005-2006 school year
4	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
4	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
11	Deadline for DOD Acceptability Survey for participating agencies
11	Annual Inventory Certifications due from recipient agencies
18	Direct Ship schedules faxed/mailed to agencies for 2004-2005 school year
25	Direct Ship Warehouse Health Certificates for 2005-2006 school year are due
APRIL:	
1	USDA surveys begin for ordering fruits, vegetables, livestock, poultry for 2005-2006 school year
1	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
1	DOD Acceptability Survey Report tally finalized
1	Annual Inventory Certification (2nd request) mailed to recipient agencies for 2004-2005 school year
8	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
15	Annual Inventory Certification (2nd request) due back from recipient agency
22	Offering A mailed to State warehouse recipient agencies for 2005-2006 school year
22	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
25	Return date for Summer Food Service Program Offering N for those agencies participating
25	Recipient agencies not responding to the Annual Inventory Certification requests will be contacted by telephone
29	Summer Food Service Program Offering N return date from participating agencies.
29	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
29	Order dairy, grain, oils, peanut products, pasta from USDA for July through October delivery for 2005-2006 school year
MAY:	
2	DOD contracts are sent to Direct Ship agencies
6	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
13	Offering A return date to State warehouse by recipient agencies for 2004-2005 school year
27	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
27	DOD contracts for Direct Ship agencies are due
JUNE:	
3	Advance Coordinator prepares and mails invoices to agencies
3	State Co-op schedules faxed/mailed to agencies for 2004-2005 school year
3	Direct Ship invoices and schedules mailed to agencies for 2004-2005 school year
15	All processing agreements approved for 2005-2006 school year
17	Mail Processing Schedules to processors for 2005-2006 school year
13	Direct Ship warehouse holiday/closure dates are due
13	Advance Order processor confirmation information mailed to agencies for SY 2005-2006
17	Direct Ship updated-schedules faxed/mailed to agencies for 2004-2005 school year
30	50% of all in State processors reviews completed